



MINUTES OF MEETING

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| Friday, July 12, 2019 | 1:30PM | CONFERENCE ROOM C |
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| MEETING CALLED BY | BIDS AND AWARDS COMMITTEE VII | | | | | | | | | | | | | | | | | | | |
| TYPE OF MEETING | Prebid Conference | | | | | | | | | | | | | | | | | | | |
| PROJECT | Supply and Delivery of Various Janitorial Supplies for the Procurement Service(PS) | | | | | | | | | | | | | | | | | | | |
| REFERENCE NO. | PB No 19-197-7 | | | | | | | | | | | | | | | | | | | |
| ATTENDEES | <p>Bids and Awards Committee VII</p> <table> <tr> <td>Ms. Rosalinda V. Dapito</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Vic Anthony A. Tubon</td> <td>Vice Chairperson</td> </tr> <tr> <td>Ms. Ma. Angelica M. Hui</td> <td>Provisional Member (PMO-in-Charge)</td> </tr> <tr> <td>Ms. Consolacion S. Cinco</td> <td>Provisional Member (AdHoc)</td> </tr> </table> <p>Procurement Division VII</p> <table> <tr> <td>Ms. Kaila Jaronay</td> <td>Secretariat</td> </tr> </table> <p>Bidders:</p> <table> <tr> <td>Ms. Elaine Aquinao</td> <td>Consumer Care Products, Inc.</td> </tr> <tr> <td>Ms. Mariele Bituin</td> <td>Consumer Care Products, Inc.</td> </tr> <tr> <td>Ms. Len Ocera</td> <td>LMS Industries</td> </tr> <tr> <td>Ms. Leslie E. Sabino</td> <td>LGM Biomed Ent.</td> </tr> </table> | | Ms. Rosalinda V. Dapito | Chairperson | Mr. Vic Anthony A. Tubon | Vice Chairperson | Ms. Ma. Angelica M. Hui | Provisional Member (PMO-in-Charge) | Ms. Consolacion S. Cinco | Provisional Member (AdHoc) | Ms. Kaila Jaronay | Secretariat | Ms. Elaine Aquinao | Consumer Care Products, Inc. | Ms. Mariele Bituin | Consumer Care Products, Inc. | Ms. Len Ocera | LMS Industries | Ms. Leslie E. Sabino | LGM Biomed Ent. |
| Ms. Rosalinda V. Dapito | Chairperson | | | | | | | | | | | | | | | | | | | |
| Mr. Vic Anthony A. Tubon | Vice Chairperson | | | | | | | | | | | | | | | | | | | |
| Ms. Ma. Angelica M. Hui | Provisional Member (PMO-in-Charge) | | | | | | | | | | | | | | | | | | | |
| Ms. Consolacion S. Cinco | Provisional Member (AdHoc) | | | | | | | | | | | | | | | | | | | |
| Ms. Kaila Jaronay | Secretariat | | | | | | | | | | | | | | | | | | | |
| Ms. Elaine Aquinao | Consumer Care Products, Inc. | | | | | | | | | | | | | | | | | | | |
| Ms. Mariele Bituin | Consumer Care Products, Inc. | | | | | | | | | | | | | | | | | | | |
| Ms. Len Ocera | LMS Industries | | | | | | | | | | | | | | | | | | | |
| Ms. Leslie E. Sabino | LGM Biomed Ent. | | | | | | | | | | | | | | | | | | | |

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| CALL TO ORDER | <ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 1:30PM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) members of the BAC, the required quorum has been established. 3. The Secretariat stated BAC'S compliance with regard to the invitation of Observers. 4. The Secretariat presented the general requirements for government procurement. |
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DISCUSSIONS

| I. BID DOCUMENTS | |
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| INVITATION TO BID | <p>Section I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p> |
| INSTRUCTIONS TO BIDDERS | <p>Section II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p> |
| BID DATA SHEET | <p>SECTION III</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p> |
| GENERAL CONDITIONS OF THE CONTRACT | <p>Section IV</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p> |
| SPECIAL CONDITIONS OF THE CONTRACT | <p>SECTION V</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p> |
| SCHEDULE OF REQUIREMENTS | <p>Section VII</p> <p>Note: Suppliers are advised to maintain three (3) months revolving stocks at all times.</p> <p>The prospective bidders proposed the following:</p> <p>-Consumer Care Products, Inc. – Two(2) months</p> |

-LMS Industries – One(1) month
-LGM Biomed Ent. –not sure if they comply for three(3) months

Section VII
Page 77-80

X X X

| Bidder's Statement of Compliance |
|--|
| Brand: |
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X X X

TECHNICAL SPECIFICATIONS

- *The Vice Chairperson reminded not to forget to indicate the word "comply"*
- *Suppliers suggested to remove or delete the word Brand for items Broom Stick(tingting) and Rags*
- *For Rags, LMS suggested that packaging can be 28 pcs. minimum instead of 32 pcs*
- *For aerosol products Air Freshener and Furniture Cleaner, a representative of Consumer Care Products, Inc. raised that FDA Certificate was not required.*

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

- Consumer Care Products., Inc. Clarified if they need to follow above requirements or print special shipping cartons for delivery.

The BAC took note of the request and any amendment, if any, shall be reflected in the Bid Bulletin to be issued for the project.

II. OTHER DISCUSSIONS

OTHER MATTERS

1. The following points were also emphasized:

- Authority of Signatory
 - All signatures must be the authorized representative which was reflected in the Authority of Signatory.
- PhilGEPS Certificate
 - It must be valid, current and updated.
 - The bidder may opt to submit the Annex A eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership) during the deadline of submission of bids, provided that it shall be submitted as part of post-qualification documents.
- For the required Competent Evidence of Identity
 - Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed.
- No. 10th statement under the Omnibus Sworn Statement
 - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the

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| | <p>reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.</p> <ul style="list-style-type: none"> • Documents such Bid Security (Surety Bond and Bid Securing Declaration) and Bid Form must specific to the project. • Additional documents of the LCB must submit within five (5) calendar days from the receipt of the notice from the BAC. <p>2. It was presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications shall be on July 16, 2019.</p> |
| ADJOURNMENT | Having no other matters for discussion, the meeting was adjourned at 3:00PM |
| CERTIFICATION | We certify that the foregoing is true account of Prebid Conference conducted on Friday, July 12, 2019. |
| PREPARED BY | <p>Procurement Division VII</p> <p style="text-align: center;">SGD MS. KAILA M. JARONAY Secretariat</p> |
| CERTIFIED CORRECT | <p>Bids and Awards Committee VII (BAC VII)</p> <p style="text-align: center;">SGD MS. MA. ANGELICA M. HUI Provisional Member (PMOIC)</p> <p style="text-align: center;">SGD MS. CONSOLACION S. CINCO Provisional Member (AdHoc)</p> |

SGD
MR. VIC ANTHONY A. TUBON
Vice Chairperson

SGD
MS. ROSALINDA V. DAPITO
Chairperson

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.